



Chesterfield County
Department of Building Inspection
(804) 748-1057
www.chesterfield.gov/bi

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ANSWERS TO FREQUENTLY ASKED QUESTIONS

Accessibility:

We enforce the accessibility provisions mandated in Chapter 11 of the 2003 ICC International Building Code, which further references through State amendment the ICC/ANSI A117.1-03 Accessibility standard.

Energy Code:

Energy code requirements are mandated in chapter 13 of the 2003 ICC International Building Code, which further references the 2003 ICC International Energy Conservation Code. We do not require the submission of Energy design analyses and calculations for permit review and approval.

Life Safety Code:

The 2003 ICC International Building Code is the "life safety" code enforced in Virginia. The NFPA 101 Life Safety Code is not referenced by the VUSBC and is not enforced in the State of Virginia through the building code. Hospitals may be subject to NFPA 101 provisions if state or federal hospital funding is involved but this is not enforced through the State building code.

Structural Design Information (these are directly out of chapter 16 in the 2003 ICC International Building Code):

Ground Snow Load: 20 psf

Basic Wind Speed: 90 mph 3 second gust

Frost Depth: 18" minimum

Please see our Structural Checklist handout for structural information required on the plans per IBC section 1603

Site Plan Review:

Site plan review is a separate process administered through the Planning Department.

You may contact Planning at (804) 748-1050 Fax (804) 768-0790

You may apply for a building permit prior to site plan approval but the building permit will be routed to Planning and other departments involved in site plan review for approval.

Submittals:

All documents submitted with the building permit application must be submitted to the Building Inspection Department. The Building Inspection Department will distribute the plans and documents to all of the necessary departments. We have a "Pre-Application Checklist" that may be downloaded from our web site at:

<http://www.chesterfield.gov/CommunityDevelopment/BuildingInspection/commercial/Requirements/NewConstAdditions.pdf>

The checklists are listed in the Permit Requirements section.

Specifications and calculations:

We do not require specifications or calculations be submitted with the permit application unless building code related information is provided in the specifications or calculations that is not provided on the plans. If you are not sure be safe and submit the specifications. If errors or concerns are discovered during the structural review, calculations may be requested at that time. We do not require the submission of Energy design analyses and calculations for permit review and approval.

Mechanical, Electrical, Plumbing (MEP) plans:

Full Mechanical, Electrical and Plumbing plans must be submitted with the BUILDING permit application for review. Mechanical, Electrical and Plumbing are not permitted to be design build. Electrical drawing requirements are at:

<http://www.chesterfield.gov/CommunityDevelopment/BuildingInspection/commercial/Requirements/ElectricalRequirements.pdf>

Fire Protection systems (alarms, sprinklers, hood suppression, standpipes etc.) plans:

Plans for fire protection systems must be submitted separately with the Fire protection permit application and are not required to be submitted with the building permit application. For complete information about fire protection system plan requirements contact Kim Lester, Fire Department Plan Review Coordinator, at (804) 748-1489. Information is also available at: www.chesterfield.gov/publicsafety/fire/plans.asp

Plan review turn around time:

It is our goal to review plans within 14 business days. We cannot guarantee this time 100% due to potential volume but we achieve the goal a high percentage of the time. Once all of the code reviews are completed the comments will be compiled in a letter and mailed to the permit applicant and architect. Revised plans are usually reviewed in about a week. Plan review comments are also available for view on our web site listed below. Though you may view comments on our web site as the reviews progress you

may not respond to the comments until the letter is sent. This is required so that all comments are addressed with one complete revision submission. We recommend you budget 4 to 6 weeks from application to permit issuance assuming the site plan has been approved prior to application. If the site plan is not approved it will not affect the building code reviews and turnaround times but the permit will not be issued until the site plan issues are resolved. For more detailed information about submitting commercial building permit applications or revisions contact Rodger Slate, Plan Review Engineer, at (804) 717-6423.

Re-submittal Process:

All revisions shall be clearly denoted on the plans with a cloud, revision symbol and revision date. A cover letter containing responses to each plan review comment and denoting the sheet(s) on which the revision is addressed must be included with each set of revised plans. All documents submitted must be identified with the appropriate building permit number. Five complete sets of affected plan sheets, including cover letters (six sets for projects involving Health Department approval) must be submitted. If more than 5 sheets are altered then five full sets must be submitted. Revised submissions will not be accepted for review unless all comments from all reviewers have been addressed in the cover letter and revision plans/sheet.

Address:

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Main Administration Building
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Fax: (804) 717-6080

Commercial Plan Review Contacts:

General
Ron Clements (804) 751-4163
Chief of Commercial Plan Review
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Plumbing/Mechanical/Accessibility
Antwone Ross (804) 751-4165
Engineer
rossaj@chesterfield.gov

Electrical
Steve Borman (804) 751-4167
Senior Engineer
bormans@chesterfield.gov

Fire Alarm/Fire Sprinkler and Suppression
Kim Lester (804) 748-1489
Fire Department Plan Review Coordinator
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